HYPO ALPE ADRIA
SUPPORTIVE. FRIENDLY. FAIR.

HYPOeTrade

Corporate

USER MANUAL

Content:

1. GENERALLY ABOUT HYPOETRADE 3

1.1. ADVANTAGES OF HYPOETRADE 3
1.2. FUNCTIONALITIES OF HYPOETRADE 3
1.3. TERMINOLOGY GLOSSARY 3

2. WORKING IN HYPOETRADE 4

2.1. LOGON TO APPLICATION 4
2.2. SIGNING ETRADE ORDERS – DIGITAL SIGNATURE 6
2.3. ORDER STATUSES AND SUB-STATUSES 6
2.4. CHANGE OF ORDER 7
2.5. DATA MANAGEMENT 7

3. PROGRAM MENU 9

3.1. HYPOETRADE – HOME PAGE 10
3.2. TRADING MONITOR 10
3.2.1. Monitor 11
3.2.2. Select securities for monitoring 12
3.3. ACCOUNTS 13
3.3.1. Account Balance 13
3.3.2. Account statement 15
3.4. ORDERS 15
3.4.1. ACTIVE TRADING ORDERS 16
3.4.2. Trading Orders (all) 17
3.4.3. Buy Order 18
3.4.4. Sell Order 20
3.5. PORTFOLIO 22
3.5.1. Portfolio Statement 22
3.5.2. Turnover 22
3.6. Money Transfer 23
3.6.1. Withdrawal Request 24
3.6.2. Request Overview 24
3.7. Registration/Deregistration 25
3.7.1. Registration 25
3.7.2. Deregistration 27
3.7.3. Request Overview 27

4. LOGGING OFF FROM HYPOETRADE (HYPONET) 28

1. GENERALLY ABOUT HYPOeTrade

HYPOeTrade is intended for domestic corporate clients that concluded a contract on performing of brokerage business with Hypo-Alpe-Adria Bank d.d. for:

- **trading on Zagreb Stock Exchange (ZSE)** for regular investor account in the Central Clearing Deposit Association (SKDD), opened in HAAB and marked as REGSDA of investor
- **trading on foreign Stock Exchanges** through a custody account opened at HAAB (HYBA- customer code)
- **trading for margin account**

1.1. Advantages of HYPOeTrade

- Usage of our services from any place in the world where you have Internet access
- Access to your accounts 24/7
- Faster and easier performing of transactions
- More economic and faster communication with the bank in electronic form
- Attractive charges for service execution

1.2. Functionalities of HYPOeTrade

- Trading monitor – overview of current supply and demand in securities in Zagreb Stock Exchange
- Balance overview upon financial brokerage accounts
- Balance overview upon brokerage accounts of securities – portfolio overview
- Order creation for purchase of securities
- Order creation for sale of securities
- Request creation for registration of securities
- Request creation for deregistration of securities
- Order creation for fund payment to financial brokerage account
- Request creation for fund payout
- Overview and checking of orders for purchase or sale
- Overview and checking of requests for registration or deregistration of securities
- Turnover overview upon financial brokerage accounts
- Turnover overview upon brokerage accounts of securities

1.3. Terminology glossary

HYPOeTrade – service name for electronic trading with securities

SERVICE PROVIDER – Hypo Alpe-Adria-Bank d.d. as an investment company which has concluded a contract with the service user

SERVICE USER – private or legal person

BROKERAGE ACCOUNT – account of financial instruments and account of means

BROKERAGE COMMISSION – commission which is charged by investment company to service user

ORDER FOR PURCHASE – order by service user to service provider regarding purchase of financial instruments

ORDER FOR SALE – order by service user to service provider regarding sale of financial instruments

PORTFOLIO – financial instruments and/or liquid funds in the possession of service user which are kept on the brokerage account at the investment company.

CONTRACT ON PERFORMING OF BROKERAGE BUSINESS – contract that is concluded by service user (customer) and service provider (investment company)

SECURITIES – financial instruments (stocks, bonds)

STOCK EXCHANGE – Zagreb stock exchange d.d.

CENTRAL CLEARING DEPOSIT ASSOCIATION (SKDD) – Central clearing deposit association d.d.

TERMINOLOGY FROM ACCOUNT BALANCE OVERVIEW:

BALANCE – represents the financial status of service user which includes all reservations for open, but yet not executed purchase orders reduced by created requests for fund payout on the current day.

AMOUNT OF RESERVED FUNDS – represents the amount of reserved funds for open and yet not executed orders for purchase.

AVAILABLE FUNDS FOR PURCHASE OF SECURITIES – represents the total of available funds of service user, i.e. the total amount which can be used for orders for purchase. *Includes*: settled financial resources of service user on the brokerage account, financial resources from executed orders for sale which are in settlement (if service user selected the option that payout is not paid to current account).

AVAILABLE FOR PAYOUT – represents the amount of settled funds for which a request for fund payout can be created by the service user on the current day.

TERMINOLOGY FROM PORTFOLIO BALANCE OVERVIEW:

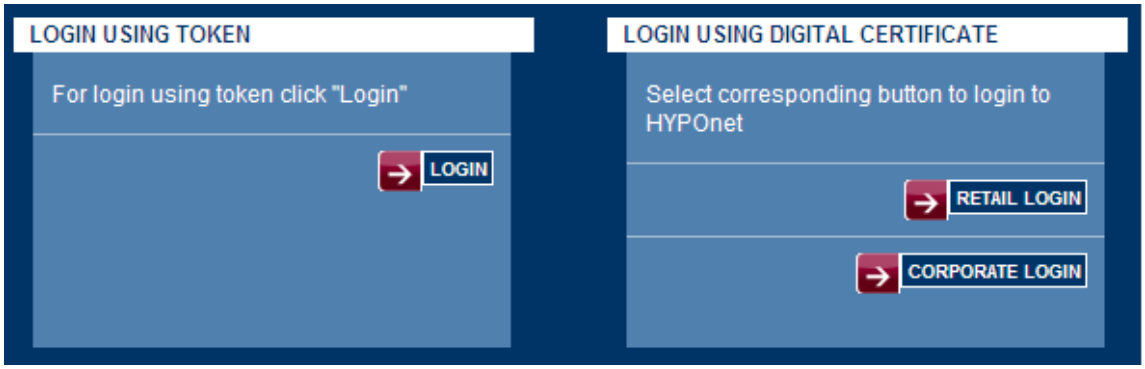
QUANTITY – represents the quantity of securities which are in the portfolio of the service user. Includes: settled securities on the account of investor, purchased securities in settlement, but reduced by made requests for deregistration
RESERVATIONS – represent the quantity of securities on open and not executed orders for sale.
AVAILABLE QUANTITY – represents the quantity of securities for which a order for sale can be done.

2. Working in HYPOeTrade

2.1. Logon to application

You can access HYPOeTrade via link: https://www.hypo.hr.

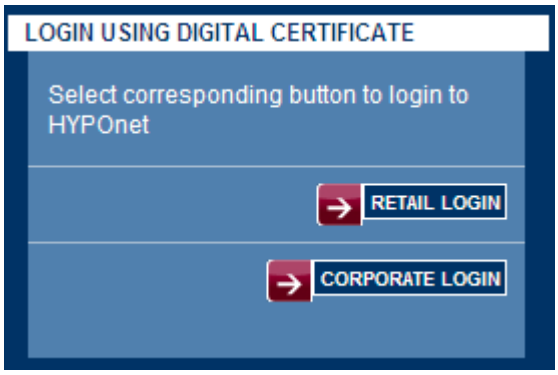
Digital certificate
Digital certificate is a data set in digital form representing the electronic identity in communication on the Internet and it is stored on a Smart Card or USB key.
For accessing the HYPOeTrade please select „Login using digital certificate".



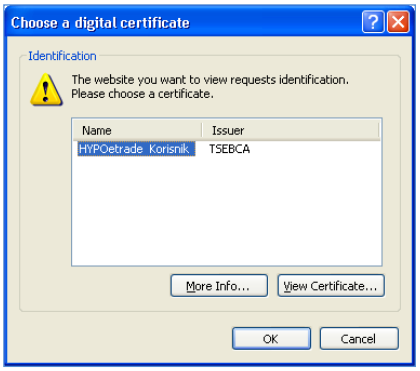
Login using digital certificate

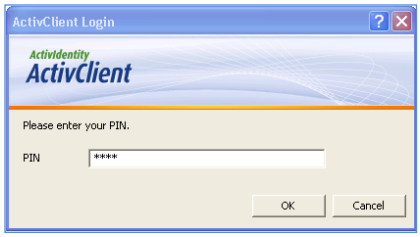
The login procedure is the following:

- Insert the Smart Card into a reader or a USB key to a USB port on your computer
- In the area „Login using digital certificate", click on „CORPORATE LOGIN" button.



- Select your certificate and confirm with OK





- Enter your PIN, and confirm with OK

Digital certificate for using of HYPOeTrade, which was issued to you by the bank is stored on a Smart Card or on a USB key. Digital certificate contains certain information about the owner: name and surname of the certificate owner, expiry date, and issuer of the certificate, unique serial number and additional data on identification.
Certificate expiry period is two years, after which it needs to be renewed. You will be informed in time by the bank in a HYPOnet message prior to the expiry of certificate. Issuing of new certificate is being charged in accordance with the Bank Tariff.

2.2. Signing eTrade orders – digital signature

Digital signature serves for confirmation of the content authenticity, i.e. to confirm that the message was not altered on the way from the sender of the message to the receiver, as well as to ensure the identity of the message sender. Basis of the digital signature is the message content itself.

Signing procedure is the following:

- ✓ enter an eTrade order
- ✓ click on the Confirm button and then Sign button
- ✓ select your certificate
- ✓ After you have entered a PIN and confirmed it by clicking on "OK" message "Correct signature" will be displayed on screen.
- ✓ Click the Sign button on the order

If the verification was successful, the order will be successfully signed in HYPOeTrade. Otherwise you will receive a notification that the signature was incorrect and that you need to repeat it.

2.3. Order statuses and sub-statuses

From the beginning of order creation until its realization, the order goes through several statuses.
Each order has a status and a sub-status.
Following statuses are possible: 'Open', 'Signed', 'In process','In archive'.
Every status has one or more of the following sub-statuses.
Order status 'Open' can have sub-status 'Created'.
Order status 'Signed' can have sub-status 'Signed'.
Order status 'In process' çan have following sub-statuses: 'Received', 'Pending', 'In process', 'Placed', 'In change', 'In withdrawal'.
Order status 'In archive' can have following sub-statuses: 'Traded', 'Expired', 'Withdrawn', 'Exchanged', 'Declined', 'Executed' .
When creating an order and pressing the button Accept, given order will get status Open on the screen**,** i.e. sub-status 'Created'**.** The order will have this status until it is signed.
After signing, the order changes the status to 'Signed'**.** Once the bank has accepted the order it gets status 'In process' and sub-statuses 'Received', 'Pending'.
By transferring it to the stock exchange, the order gets into sub-status 'Placed'.
When the order is traded at the Stock Exchange it gets the sub-status 'Traded'.
If you change the order it will get the sub-status 'In change'. After the order is processed it will switch to status 'In archive'.

If you recall an order it will get a sub-status 'Withdrawn'.
Depending on the result of processing the order can have following final sub-statuses: 'Declined' if all conditions for the executions were met or 'Traded' if all conditions were met and when the transaction was executed and 'Withdrawn' or 'Exchanged' on your request. If the order validity period is exceeded the order will have a status 'Expired'.

2.4. Change of order

For all orders which are not completely executed you can change:

- quantity
- price
- execution date

When you wish to change the order quantity, you need to correct the total amount of stocks (increase or decrease) to desired quantity. If the order is partly executed, application will consider the traded quantity and trade or reduce the correct difference int he Stock Exchange, so that the totally traded quantity corresponds with the new quantity on the order.

E.g. first you have opened an order for 50 stocks, 5 of which were traded, and you wish to buy total of 40 stocks. When the order window openes, change the quantity from 50 to 40 (do not consider the 5 which were already traded), and the system will correct automatically the quantity to 35 more to be traded.

Quantity on the order cannot be reduced to a quantity which is smaller than the realized one and such change would be declined.

The price can be changed by increasing or reducing it.
Expiration date can be extended or shortened, but the date must be equal or later to today's date.
Order can be partly recalled (part which is not yet realized) provided that the recall of the traded order can be executed in a Stock Exchange.

2.5. Data Management

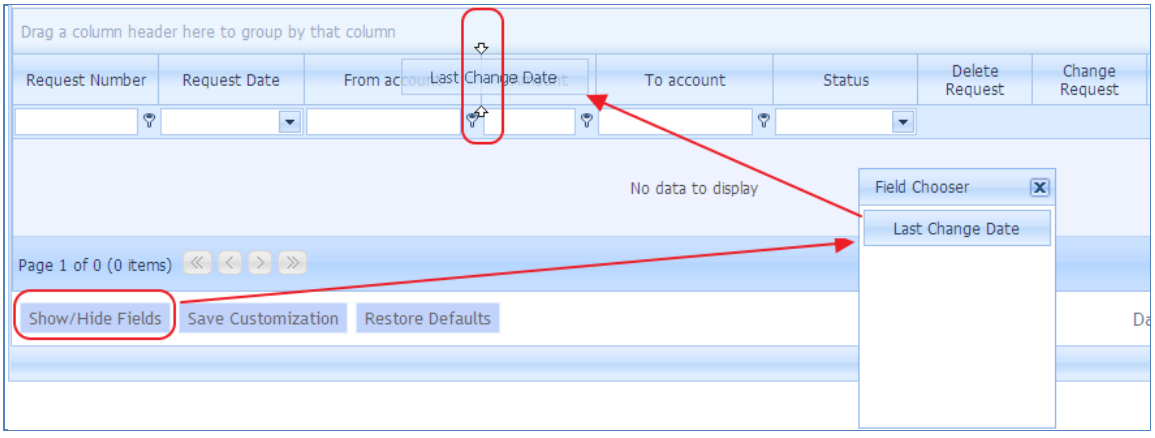
Data can be searched on all screens in the same way. Views can be customized to your needs.

On the link http://www.youtube.com/watch?v=SGdfT__5CJQ you can view a video „HYPOnet sorting and filtering", showing you how to manage data in the application.

Adding and removing of columns in the main view

Button „Show/Hide Fields" enables you to customize columns in the view according to your needs. After clicking the button „ Show/Hide Fields" the window "Field Selection" will open in which you can drag the field heading with your left mouse button or from which you can remove the field and move it back to the main view.

White, vertical arrows mark the possible new position of the column in the view.

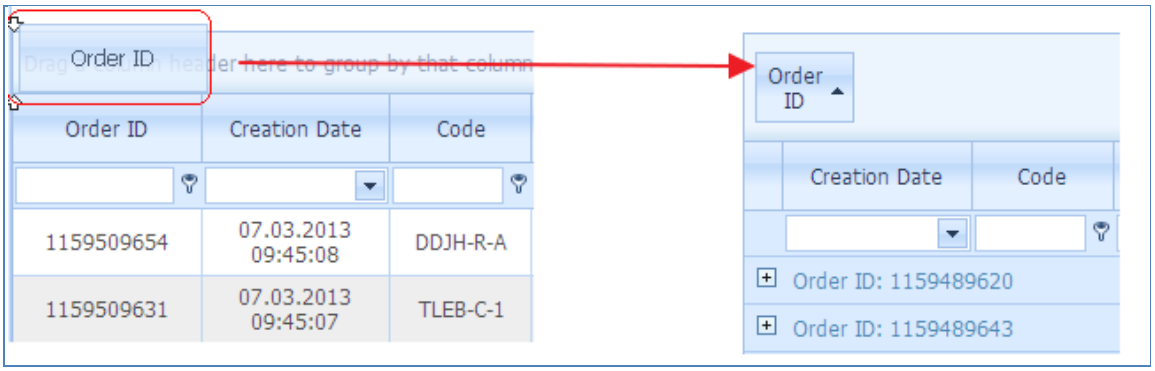


Customized settings can be saved by selecting the option „Save Customization"

Click the button "Restore Defaults" to restore the initial column settings.

Data grouping

Data in the column can be grouped by moving/dragging the heading of the selected column to the line "Drag column heading here to group by that column".

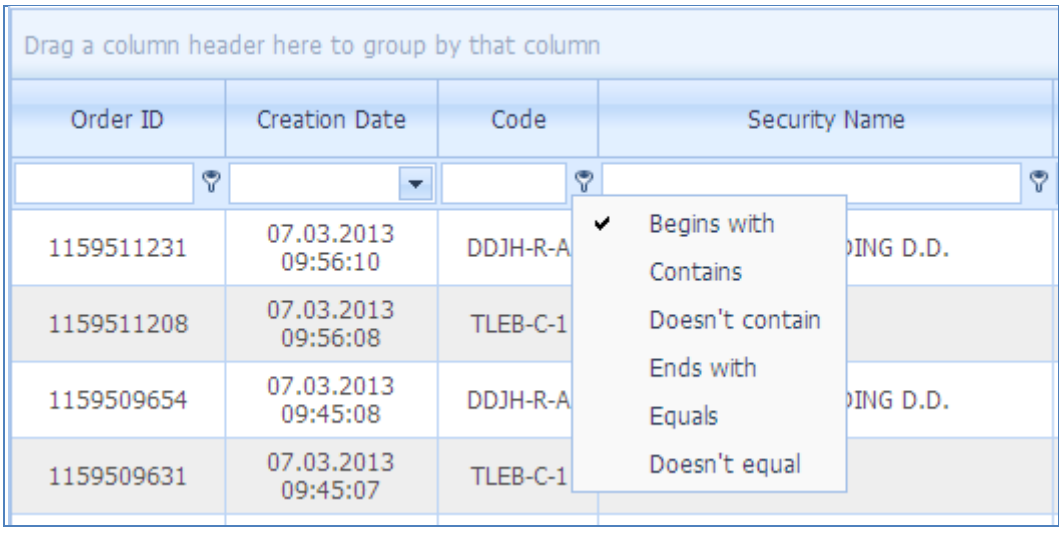


If you wish to return the grouped column back to the main menu, simply move/drag the column heading to the desired location. White, vertical arrows are showing the new position of the column in the view.
All changes in the view must be saved by clicking on „Save Customization".

Data filtering

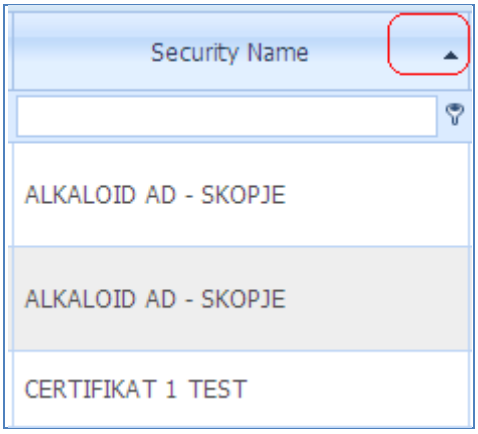
Columns with displayed key symbol in the left corner can be filtered by following criteria: Begins with, Contains, Doesn't contain, Ends with, Equal, Not equal or by data in the selected column.

Select the desired filtering criteria and enter a letter or a word by which you wish to filter the data in the blank field under the column name.



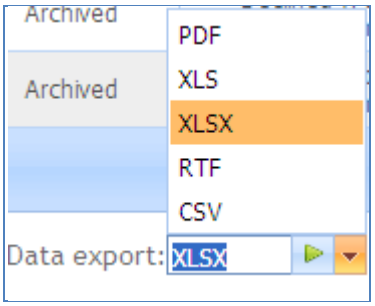
Data sorting

Ascending i.e. descending sorting of data can be achieved by clicking the column heading (name)



Data export

All views within HYPOnet can be exported to following formats: PDF, XLS, XSLS, RTF and CSV.



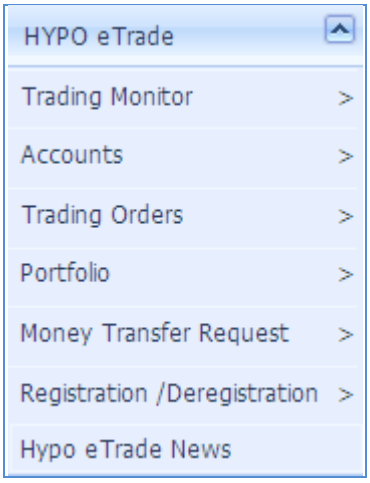
Select „Export to XLS" if you are using Microsoft Excel 2003 or older.
Select „Export to XLSX" if you are using Microsoft Excel 2007 or later.
We recommend the „Export to RTF" if you wish to save a file of a smaller size, but wish that the content form looks and can be printed the same as the original one.
„Export to CSV" can be used for exporting data to a regular text format.

After selecting the corresponding format, click on a green triangle (play).

3. Program Menu

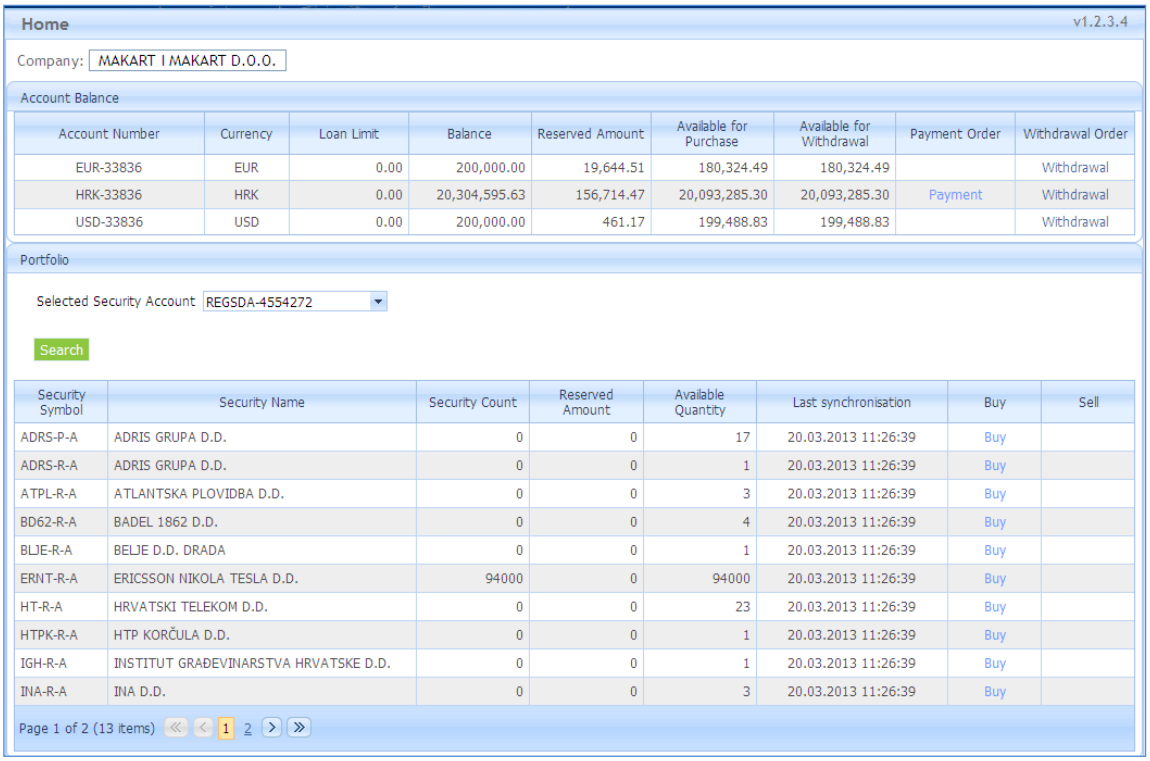
Program menu (on the left side of the screen) offers following options:

- HYPOeTrade
- Trading monitor
- Accounts
- Trading Orders
- Portfolio
- Money Transfer Request
- Registration/Deregistration
- HYPOeTrade News



3.1. HYPOeTrade – Home Page

The HYPOeTrade Home Page displays the information on the status, availability of funds on brokerage accounts and information on status and availability of securities in the user portfolio.



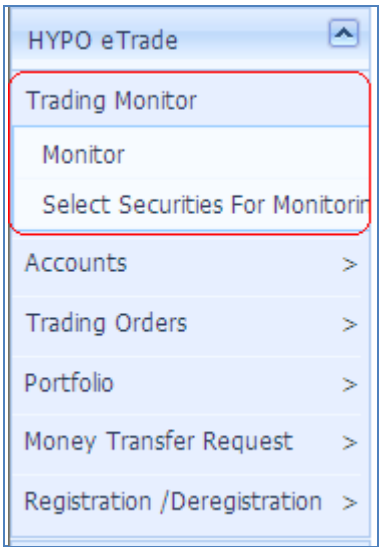
Account Number	Currency	Loan Limit	Balance	Reserved Amount	Available for Purchase	Available for Withdrawal	Payment Order	Withdrawal Order
EUR-33836	EUR	0.00	200,000.00	19,644.51	180,324.49	180,324.49		Withdrawal
HRK-33836	HRK	0.00	20,304,595.63	156,714.47	20,093,285.30	20,093,285.30	Payment	Withdrawal
USD-33836	USD	0.00	200,000.00	461.17	199,488.83	199,488.83		Withdrawal

Security Symbol	Security Name	Security Count	Reserved Amount	Available Quantity	Last synchronisation	Buy	Sell
ADRS-P-A	ADRIS GRUPA D.D.	0	0	17	20.03.2013 11:26:39	Buy	
ADRS-R-A	ADRIS GRUPA D.D.	0	0	1	20.03.2013 11:26:39	Buy	
ATPL-R-A	ATLANTSKA PLOVIDBA D.D.	0	0	3	20.03.2013 11:26:39	Buy	
BD62-R-A	BADEL 1862 D.D.	0	0	4	20.03.2013 11:26:39	Buy	
BLJE-R-A	BELJE D.D. DRADA	0	0	1	20.03.2013 11:26:39	Buy	
ERNT-R-A	ERICSSON NIKOLA TESLA D.D.	94000	0	94000	20.03.2013 11:26:39	Buy	
HT-R-A	HRVATSKI TELEKOM D.D.	0	0	23	20.03.2013 11:26:39	Buy	
HTPK-R-A	HTP KORČULA D.D.	0	0	1	20.03.2013 11:26:39	Buy	
IGH-R-A	INSTITUT GRAĐEVINARSTVA HRVATSKE D.D.	0	0	1	20.03.2013 11:26:39	Buy	
INA-R-A	INA D.D.	0	0	3	20.03.2013 11:26:39	Buy	

3.2. Trading monitor

Within the 'Trading monitor' menu you can select between following options:

- Monitor
- Select securities for monitoring



3.2.1. Monitor

After you select the 'Monitor' option data on current securities trading information on Zagreb Stock Exchange will be displayed in real time on three different tabs.

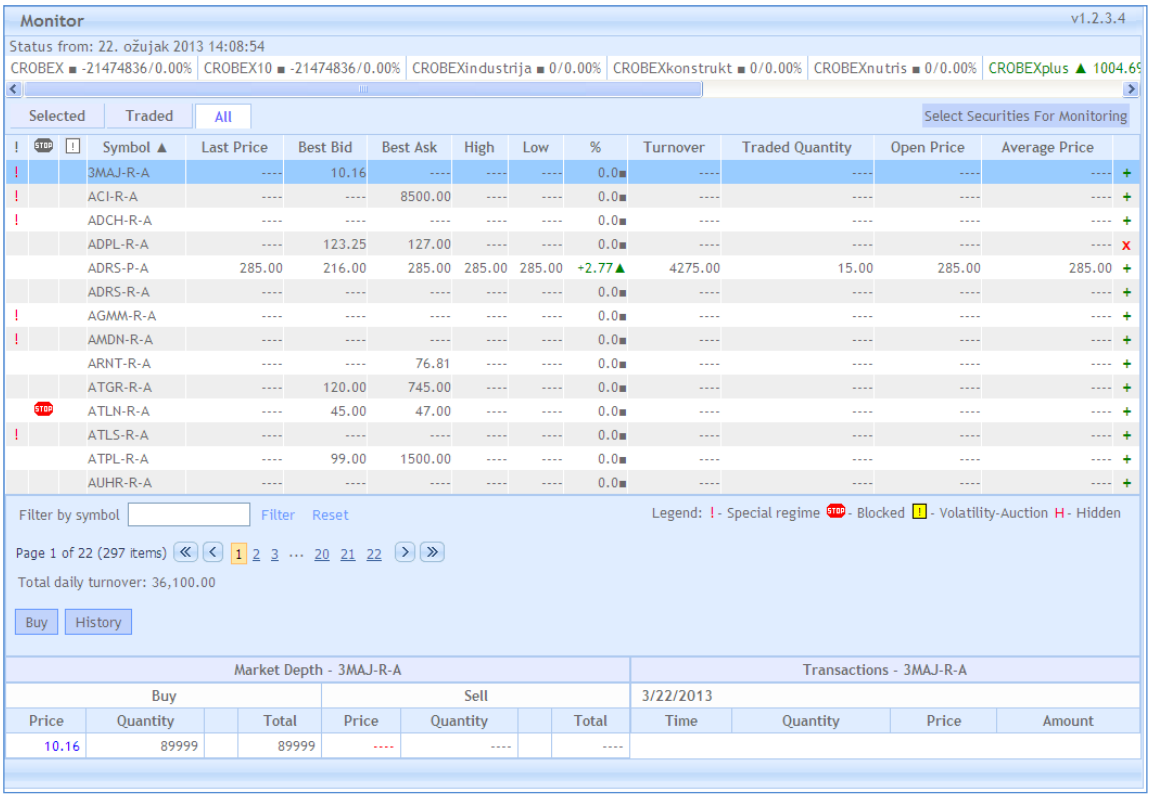
First, 'Selected' tab shows the data about the securities selected by the user in order to monitor them more easily. Securities can be selected using the function of the “Select securities for monitoring” button or menu item.

The 'Traded' tab shows securities which were traded during the current day, and the 'All' tab shows information about all securities which can be traded on Zagreb Stock Exchange.

On all of these three tabs there is a button “Buy” which represents a shortcut to the creation of orders for buying of the currently selected security, as well as the 'History' button enabling the display of trading history for the selected security. Also on each tab you can see total daily turnover for individual security, as well as a specific mark showing that the security is being blocked or in a special trading regime.

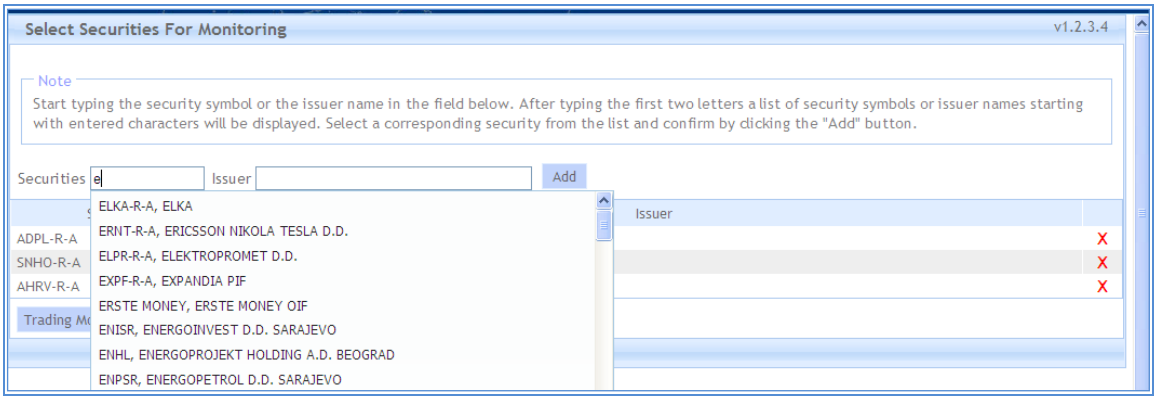
The lower part of the screen shows the market depth and an overview of last transactions with the currently selected security.

Trading monitor is being constantly refreshed with new data during ZSE working hours, so that the client has accurate information on current status of ZSE.



3.2.2. Select securities for monitoring

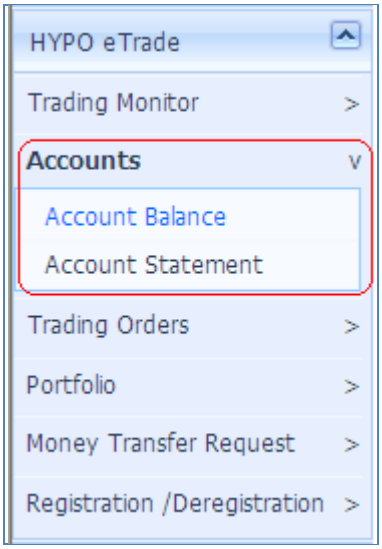
'Selected' overview is a functionality enabling you to select securities and monitor them on the Trading monitor separately.
You can select the securities for separate monitoring in the following way:
Start entering the letters in the field „Securities" name or „Issuer " and a drop down list with a list of offered security names will be displayed. Select the desired security name and confirm your selection by clicking the „Add" button.
If you do not wish to monitor a certain security in a separate overview, click on the red „x" mark (delete), in the last column.
By clicking on the „Trading Monitor" button, you can return to the securities overview.


Select Securities For Monitoring
v1.2.3.4
Note
Start typing the security symbol or the issuer name in the field below. After typing the first two letters a list of security symbols or issuer names starting with entered characters will be displayed. Select a corresponding security from the list and confirm by clicking the "Add" button.
Securities
Issuer
Add
ELKA-R-A, ELKA
ERNT-R-A, ERICSSON NIKOLA TESLA D.D.
ELPR-R-A, ELEKTROPROMET D.D.
EXPF-R-A, EXPANDIA PIF
ERSTE MONEY, ERSTE MONEY OIF
ENISR, ENERGOINVEST D.D. SARAJEVO
ENHL, ENERGOPROJEKT HOLDING A.D. BEOGRAD
ENPSR, ENERGOPETROL D.D. SARAJEVO
ADPL-R-A
SNHO-R-A
AHRV-R-A
Trading M
Issuer

3.3. Accounts

Within the 'Accounts' menu you can select following options:

- Account Balance
- Account Statement

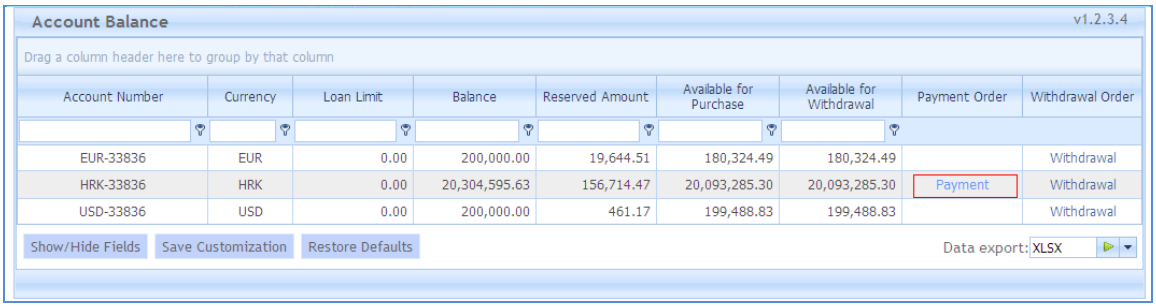


3.3.1. Account Balance

By selecting the 'Account Balance' option, following information on broker accounts will be displayed: balance, reserved amount, amount available for purchase of securities and amount for withdrawal.

Transfer of funds to a broker account

The fastest way to create an order for transfer of funds to a brokerage account HRK is by clicking on the 'Payment' link in the column 'Payment order'.



After that a window will open with a payment order.

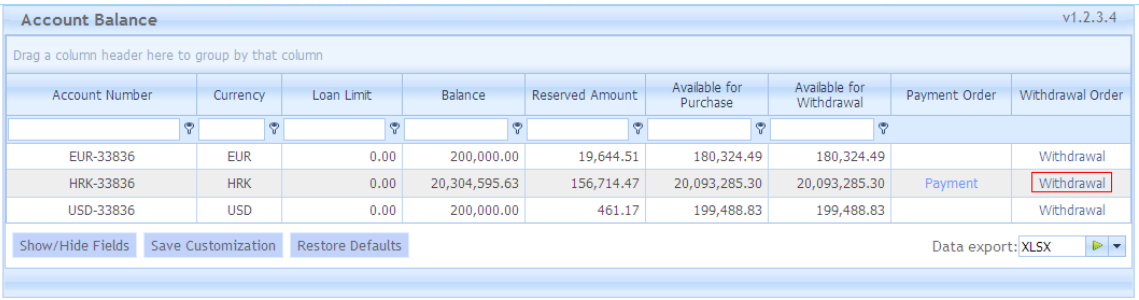
After you make this entry, click the 'Confirm' button and the payment slip will be created. After you click the 'Sign" button, the order will be sent to the bank. After several moments the funds will be visible under Account Balance in the 'Account' menu.

Payment to the brokerage account can be done also using the menu 'Payments' in HYPOnet, Payments -> Orders -> New order. Order needs to be filled out with following data:

- Payment description: Advance for purchase of securities
- Name and seat of the beneficiary: HYPO ALPE-ADRIA-BANK D.D., SLAVONSKA AVENIJA 6, ZAGREB
- Account number: 2500009-1301132162
- Bank of the beneficiary: HYPO ALPE-ADRIA-BANK DD
- Model:17
- Reference number of the beneficiary: OIB

Transfer of funds from the brokerage account

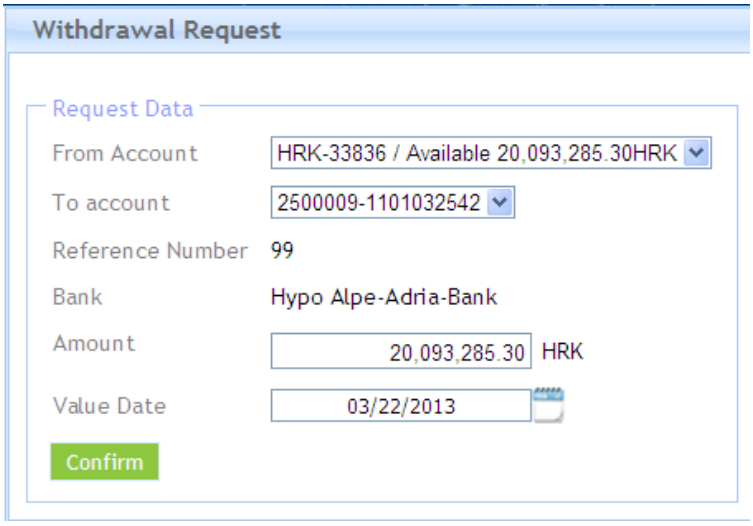
From a menu 'Account Balance' you can easily create an order for transfer of available funds from the broker account to your transaction account by clicking on the 'Withdrawal' link in the 'Withdrawal Order' column.



After that a window will be opened with the withdrawal order which is filled out with the data on your brokerage account from which you wish to transfer amount and on your transaction account to which you wish to transfer funds.

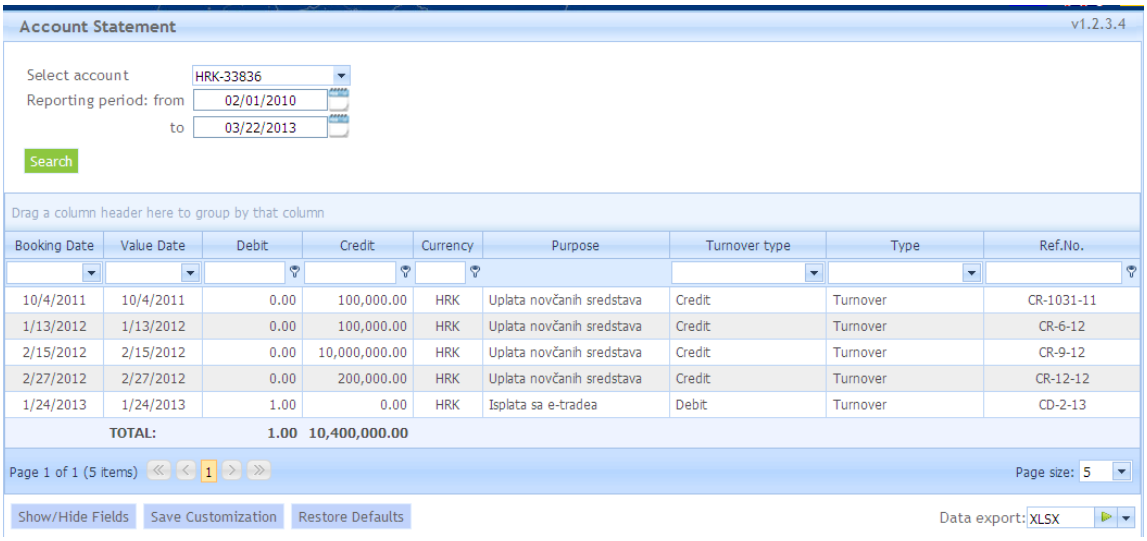
If you wish to withdraw an amount smaller than the available amount, you should correct the amount in the field 'Amount' to the desired amount. After entering the data and after you click the 'Confirm' button the system will create a 'Withdrawal Request', and after you click the 'Sign and send' button the order will be sent to the bank.

Prior to signing the order can be deleted, saved for later sending or change by selecting the options in the request heading.



3.3.2. Account statement

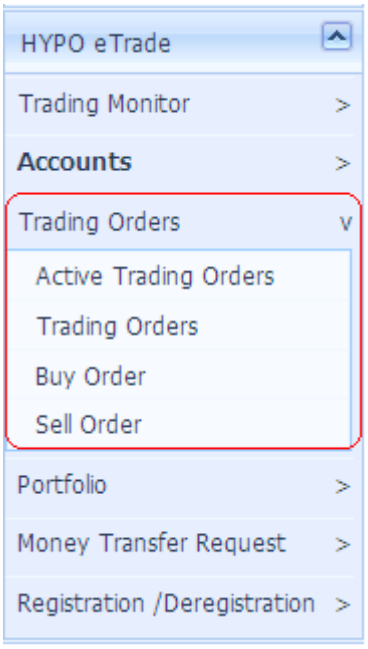
You can view the turnover of individual accounts by selecting the 'Account statement' menu item. After you select the mentioned menu item please enter the viewing conditions: select account from a drop-down menu and enter the period for which you wish to view the data. The screen will show all turnovers for the selected account which meet the entered conditions.



3.4. Orders

In the 'Orders' menu you can select following options:

- Active Trading Orders
- Trading Orders (all)
- Buy Order
- Sell Order



Buy or Sell orders can be viewed by selecting one of the two possible choices Active Trading Orders' or 'Trading Orders'.
After you select desired combination of filtering buttons on the screen will be displayed all orders meeting the entered conditions.
Depending on the order status, next to each order there are some buttons for running of functionalities which are possible for this status.

3.4.1. Active Trading Orders

Option 'Active Trading Orders' enable you to view all orders, which are traded in the Stock Exchange or those which are being placed for trading, exchanged or recalled from the Stock Exchange.
More details on possible statuses and sub-statuses you can find in Chapter 2.3.

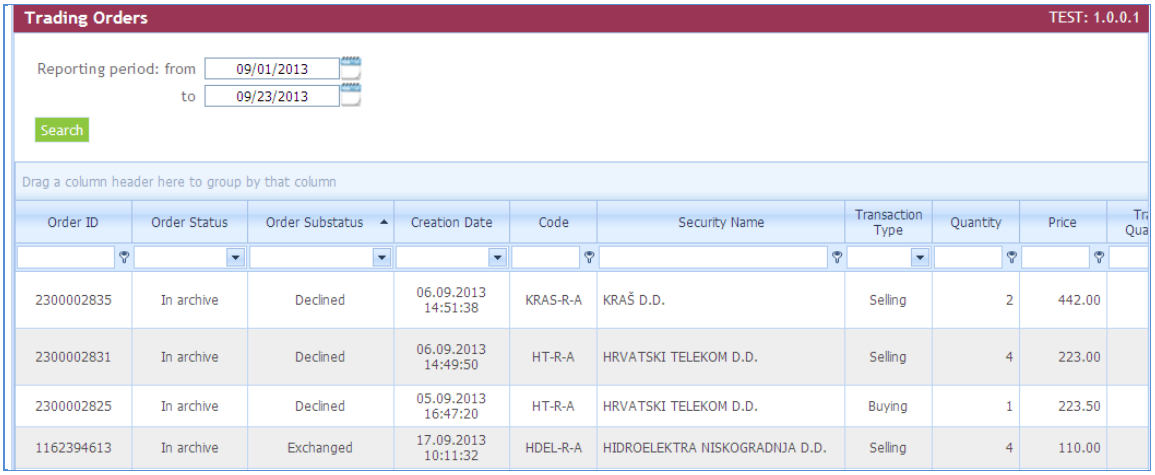
Active Trading Orders v1.2.3.4

Drag a column header here to group by that column

Order ID	Creation Date	Code	Security Name	Transaction Type	Quantity	Price	Trade Quantity	Order Substatus	Change Order	Cancel Order	Print Order
800004444	24.01.2013 14:23:33	VPIK-R-A	VUPIK DD VUKOVAR	Buying	3	45.00	0	Tradepending	Change	Cancel	
800002896	06.12.2012 14:59:48	LEDO-R-A	LEDO D.D.	Selling	4	5,900.00	0	Tradepending	Change	Cancel	
800002844	06.12.2012 10:31:46	SLPF-R-A	SLAVONSKI ZIF	Buying	1	111.00	0	Tradepending	Change	Cancel	
800002837	06.12.2012 09:59:51	SLPF-R-A	SLAVONSKI ZIF	Buying	1	111.00	0	Tradepending	Change	Cancel	
800002790	05.12.2012 14:28:37	JNAF-R-A	JADRANSKI NAFTOVOD	Buying	55	2,100.00	0	Tradepending	Change	Cancel	
1326877277	20.03.2013 09:58:09	VPIK-R-A	VUPIK DD VUKOVAR	Buying	3	45.00	0	Placepending	Change	Cancel	
1326873912	20.03.2013 09:36:08	VPIK-R-A	VUPIK DD VUKOVAR	Buying	3	45.00	0	Placepending	Change	Cancel	
1326870256	20.03.2013 09:14:09	VPIK-R-A	VUPIK DD VUKOVAR	Buying	3	45.00	0	Placepending	Change	Cancel	
1326857379	20.03.2013 07:57:10	VPIK-R-A	VUPIK DD VUKOVAR	Buying	3	45.00	0	Placepending	Change	Cancel	
800004756	18.03.2013 10:19:30	HT-R-A	HRVATSKI TELEKOM D.D.	Buying	85	222.00	0	Tradepending	Change	Cancel	

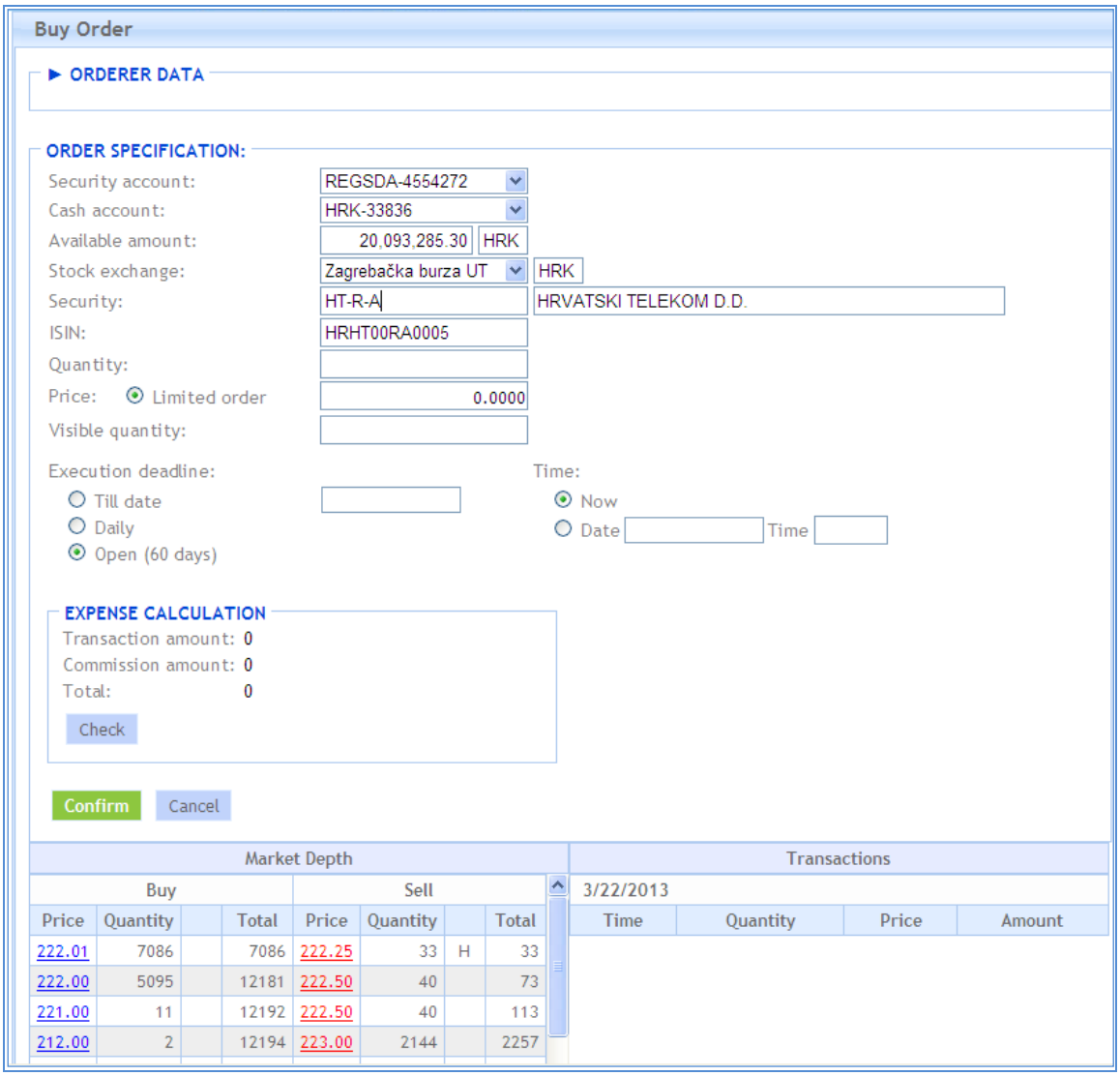
3.4.2. Trading Orders (all)

Selection 'Trading Orders' represents an overview of all orders regardless of their status or sub-status.
More details on possible statuses and sub-statuses you can find in Chapter 2.3.


Trading Orders
TEST: 1.0.0.1
Reporting period: from 09/01/2013
to 09/23/2013
Search
Drag a column header here to group by that column
Order ID
Order Status
Order Substatus
Creation Date
Code
Security Name
Transaction Type
Quantity
Price
2300002835 In archive Declined 06.09.2013 14:51:38 KRAS-R-A KRAŠ D.D. Selling 2 442.00
2300002831 In archive Declined 06.09.2013 14:49:50 HT-R-A HRVATSKI TELEKOM D.D. Selling 4 223.00
2300002825 In archive Declined 05.09.2013 16:47:20 HT-R-A HRVATSKI TELEKOM D.D. Buying 1 223.50
1162394613 In archive Exchanged 17.09.2013 10:11:32 HDEL-R-A HIDROELEKTRA NISKOGRADNJA D.D. Selling 4 110.00

3.4.3. Buy Order

By selecting the option „Buy Order", you are entering the screen for creation of orders for buying of securities.
Order for buying of securities consists of following three parts: 'Orderer data', 'Order specification' and 'Expense calculation'.



'Orderer data' are information which are being filled out automatically and they are hidden when you enter the screen for order creation. You can view these data by clicking the blue arrow in front of the caption 'Orderer data'.

Data about the purchase can be entered in the part of the screen called 'Order specification'.
Default data in this part of the screen refer to purchase of securities in the Zagreb Stock Exchange.

'Security account', 'Cash account' and 'Available amount' are interconnected fields. If you select your account in SKDD (Central Clearing Deposit Company) as a security account, which is in the system of investor REGSDA construction, your related HRK account will automatically be selected as cash account and available amount from this account will be shown in the field 'Available amount'.

Should you be using the service of trading in international markets, you will select

your custody account as a security account (construction HYPO-client code) and the system will automatically offer first available currency account under cash account. Depending on the market in which you wish to trade, you can change your cash account so that the Stock Exchange currency would match the currency of the cash account. Program will offer the currency of the money account in accordance with selected Stock Exchange.
Data under 'Security account', 'Cash account' and 'Stock Exchange' can be changed by selecting a different value from the drop-down menu.

If you select a margin security account the system will automatically recognize what margin contract it refers to and fill in the field 'Cash account' with a corresponding cash account. The value cannot be changed.

For every order it is initially defined that the order is a "limited order" (look under Policy of Order execution) which means that you have to enter a price yourself. Also it is defined that the order should be placed in the Stock Exchange 'Now' and that the order validity is '60 days'.

Following data are not predefined and need to be entered:

- security
- quantity
- price

After you enter first letters of the security designation, a drop-down menu will open in which only securities are visible with a name beginning with entered letters.

Field 'Visible quantity' serves for entering of security quantity which will be visible in the Stock Exchange. Visible quantity cannot be smaller than 10% of total value entered for purchase. Values can be entered in the field 'Visible quantity' only for trading on domestic market.

If you wish to limit the duration of the order you can change the value in the field 'Execution deadline'. Select 'Daily' if you want the order to expire at the end of the day or select 'Till date' if you want the order to expire after a specific date (the desired date must be entered in the field next to it).

At the moment you can change the placement time by selecting the 'Date' radio button after which you have to enter a date and a time you wish to place the order for trading.
After you select a security you wish to buy, the lower part of the screen will show its market depth and overview of last transactions.

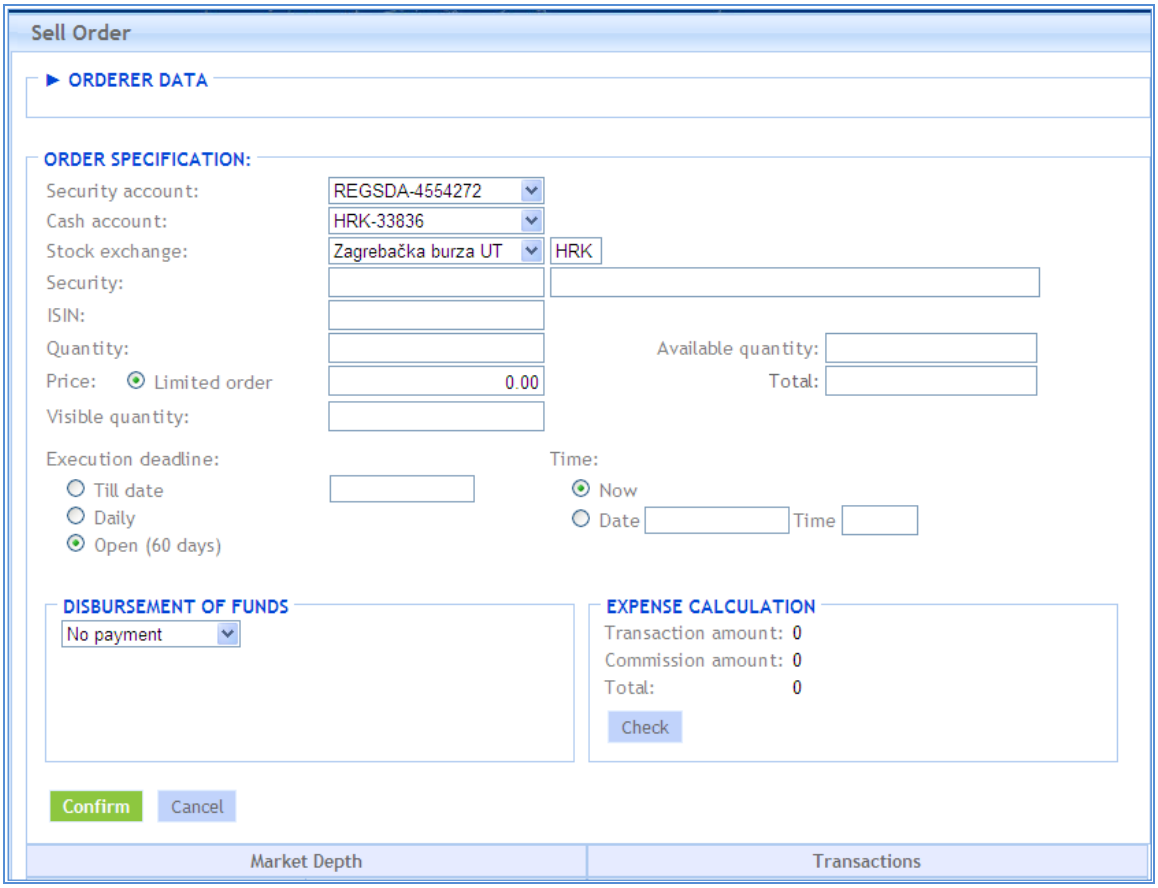
After you have entered all necessary data for order execution, the system will display the transaction amount, commission amount and total purchase costs in the part of the screen called 'Cost calculation'.
Data shown here have informative character and can be changed after the completion of the final calculation.

By clicking the 'Confirm' button you will confirm that all data are entered correctly after which a new screen will open showing order specification and buttons 'All orders', 'Delete', 'Change', 'Send' and 'Print'.
By clicking the 'Sign' button, you are signing the order and sending it to the bank. The Bank will place the order in the Stock Exchange according to entered conditions. If you only confirm the order, it will remain in the 'Open' status. Order in 'Open' status is not sent to the bank and thereby it is not placed in the Stock Exchange.

By clicking the 'Change' button, the screen will open with the order in edit mode in which you can change it. After clicking the 'Delete' button the order will be deleted from the list of orders in status 'Open'. Order can be deleted only if it is not signed.

3.4.4. Sell Order

By selecting the option 'Sell Order' you can open a screen for selling of securities. Order for selling of securities consists of following three parts: 'Orderer data', 'Order specification' and 'Expense calculation'.



'Orderer data' are information and are being filled out automatically and they are hidden when you enter the screen for order creation. You can view these data by clicking the blue arrow in front of the caption 'Orderer data'.

Data about the purchase can be entered in the part of the screen called 'Order specification'.
Default data in this part of the screen refer to purchase of securities in the Zagreb Stock Exchange.

'Security account', 'Cash account' and 'Available amount' are interconnected fields. If you select your account in SKDD (Central Clearing Deposit Company) as a security account, which is in the system of investor REGSDA construction, your related HRK account will automatically be selected and after you select a security available amount from this account will be shown in the field 'Available amount'.

Should you be using the service of trading in international markets, you will select your custody account as a security account (construction HYPO-client code) and the system will automatically offer first available currency account under cash account. Depending on the market in which you wish to trade, you can change your cash account so that the Stock Exchange currency would match the currency of the cash account. Program will offer the currency of the money account in accordance with selected Stock Exchange.
Data under 'Security account', 'Cash account' and 'Stock Exchange' can be changed by selecting a different value from the drop-down menu.

If you select a margin security account the system will automatically recognize what margin contract it refers to and fill in the field 'Cash account' with a corresponding cash account. The value cannot be changed.

For every order it is initially defined that the order is a “limited order” (look under Policy of Order execution) which means that you have to enter a price yourself. Also it is defined that the order should be placed in the Stock Exchange 'Now' and that the order validity is '60 days'.

Following data are not predefined and need to be entered:

- security
- quantity
- price

After you enter first letters of the security designation, a drop-down menu will open in which only securities are visible with a name beginning with entered letters.
After you have entered a security you wish to sell the field 'Available quantity' will show currently available quantity of securities.

Field 'Visible quantity' serves for entering of security quantity which will be visible in the Stock Exchange. Visible quantity cannot be smaller than 10% of total value entered for purchase. Values can be entered in the field 'Visible quantity' only for trading on domestic market.

If you wish to limit the duration of the order you can change the value in the field 'Execution deadline'. Select 'Daily' if you want the order to expire at the end of the day or select 'Till date' if you want the order to expire after a specific date (the desired date must be entered in the field next to it).

After you select a security you wish to sell, the lower part of the screen will show its market depth and overview of last transactions.

After you have entered all necessary data for order execution, the system will display the transaction amount, commission amount and total amount for payout in the part of the screen called 'Cost calculation'.
Data shown here have informative character and can be changed after the completion of the final calculation.

If you wish for the money from the sale to be paid out to your account immediately after the sale please select, 'Payment to account' in the area 'DISBURSMENT OF FUNDS'. Then select the account for payment in the drop-down menu 'To account'.
When you enter an order for margin trading the funds cannot be paid out automatically and this functionality is disabled for this type of order.

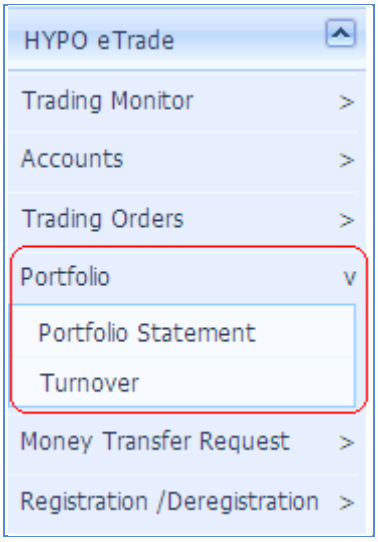
By clicking the 'Confirm' button you will confirm that all data are entered correctly after which a new screen will open showing order specification and buttons 'All orders', 'Delete', 'Change', 'Send' and 'Print'.
By clicking the 'Sign' button, you are signing the order and sending it to the bank. The Bank will place the order in the Stock Exchange according to entered conditions. If you only confirm the order, it will remain in the 'Open' status. Order in 'Open' status is not sent to the bank and thereby it is not placed in the Stock Exchange.

By clicking the 'Change' button, you will return to the screen for order creation on which you can change data entered for the corresponding order, and by clicking the 'Delete' button the order will be deleted from the view or orders with 'Open' status. Order can be deleted only if it was not signed.

3.5. Portfolio

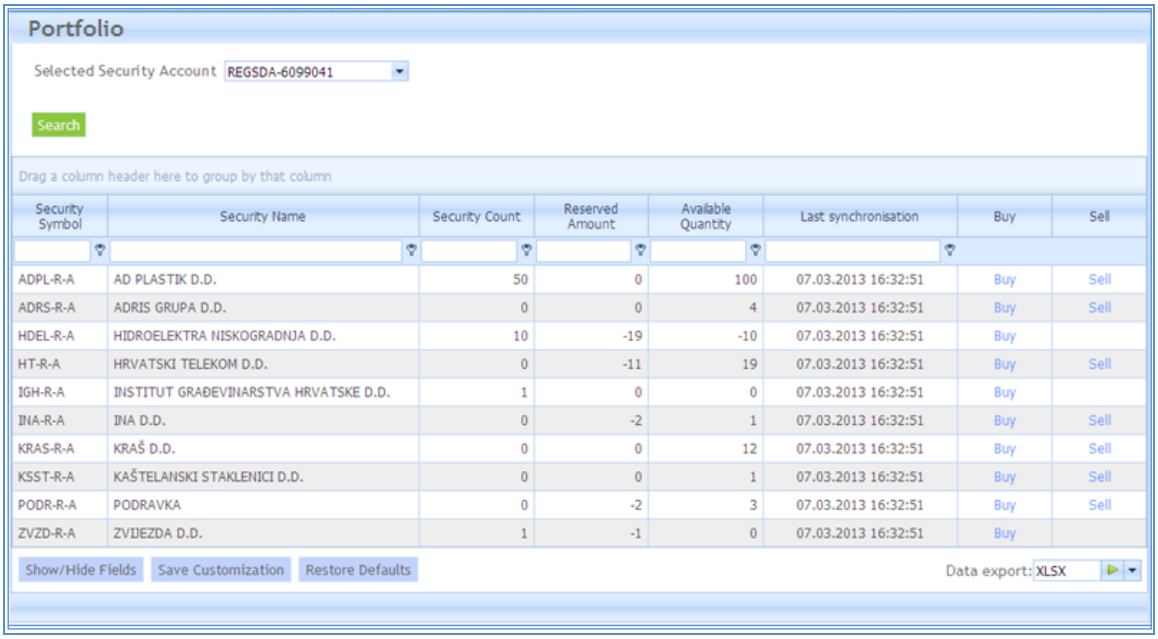
Within the 'Portfolio' menu you can select between following options:

- Portfolio Statement
- Turnover



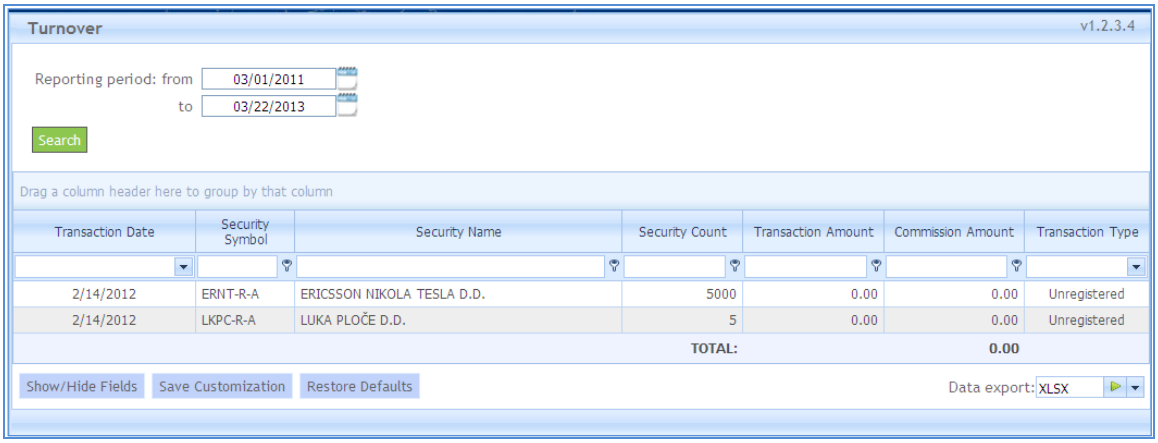
3.5.1. Portfolio Statement

After you click on 'Portfolio Statement', the screen will show the information on the security quantity in your portfolio, reserved quantity (quantity of the securities on placed sell orders which are not executed), and information on the available quantity (quantity of securities you can sell). The column 'Last synchronisation' shows the date and time of the last synchronisation of data in portfolio.
Also there are shortcut links for order creation link 'Buy' in the Buy column and link 'Sell' in the Sell column.


Portfolio
Selected Security Account REGSDA-6099041
Search
Drag a column header here to group by that column
Security Symbol | Security Name | Security Count | Reserved Amount | Available Quantity | Last synchronisation | Buy | Sell
ADPL-R-A | AD PLASTIK D.D. | 50 | 0 | 100 | 07.03.2013 16:32:51 | Buy | Sell
ADRS-R-A | ADRIS GRUPA D.D. | 0 | 0 | 4 | 07.03.2013 16:32:51 | Buy | Sell
HDEL-R-A | HIDROELEKTRA NISKOGRADNJA D.D. | 10 | -19 | -10 | 07.03.2013 16:32:51 | Buy
HT-R-A | HRVATSKI TELEKOM D.D. | 0 | -11 | 19 | 07.03.2013 16:32:51 | Buy | Sell
IGH-R-A | INSTITUT GRAĐEVINARSTVA HRVATSKE D.D. | 1 | 0 | 0 | 07.03.2013 16:32:51 | Buy
INA-R-A | INA D.D. | 0 | -2 | 1 | 07.03.2013 16:32:51 | Buy | Sell
KRAS-R-A | KRAŠ D.D. | 0 | 0 | 12 | 07.03.2013 16:32:51 | Buy | Sell
KSST-R-A | KAŠTELANSKI STAKLENICI D.D. | 0 | 0 | 1 | 07.03.2013 16:32:51 | Buy | Sell
PODR-R-A | PODRAVKA | 0 | -2 | 3 | 07.03.2013 16:32:51 | Buy | Sell
ZVZD-R-A | ZVIJEZDA D.D. | 1 | -1 | 0 | 07.03.2013 16:32:51 | Buy
Show/Hide Fields
Save Customization
Restore Defaults
Data export: XLSX

3.5.2. Turnover

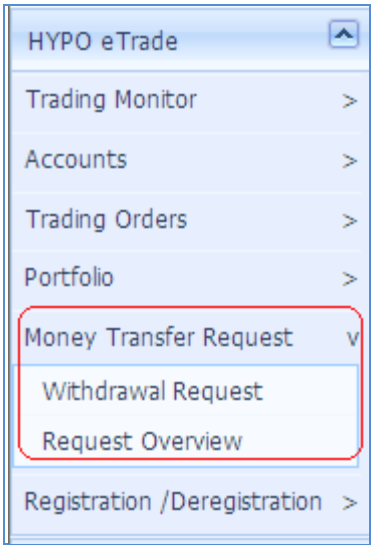
Security turnover can be viewed by selecting the Turnover' option. After you select the mentioned option, please enter the period in which you wish to view the turnovers and click on the 'Search' button.



3.6. Money Transfer

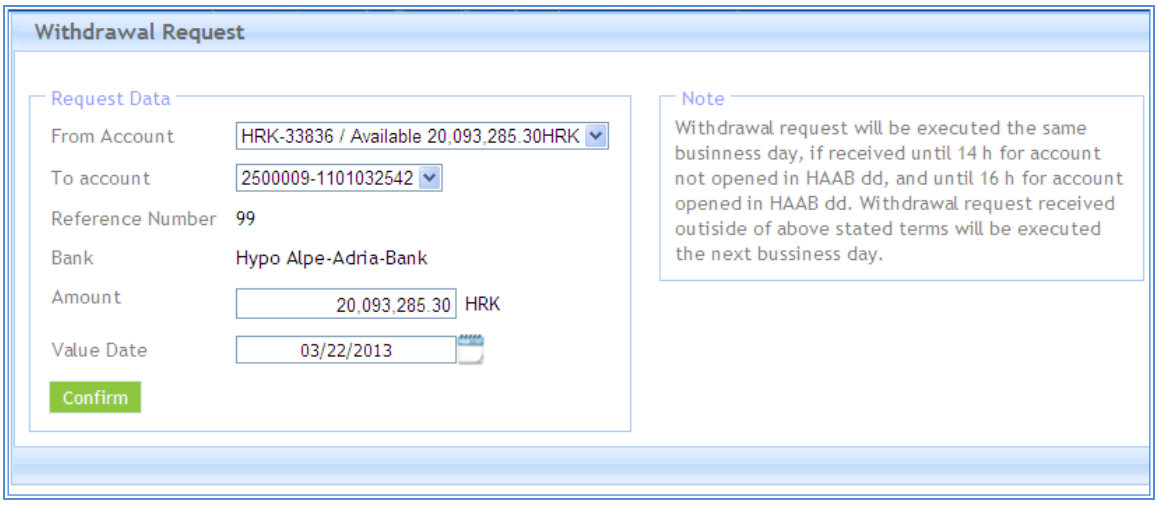
Within the '**Money Transfer Request**' menu you can select between following options:

- Withdrawal Request
- Request Overview



3.6.1. Withdrawal Request

After you select the 'Withdrawal Request' option, a new window will open for creation of request for money transfer from the brokerage account to your current account.


Withdrawal Request
Request Data
From Account
HRK-33836 / Available 20,093,285.30HRK
To account
2500009-1101032542
Reference Number
99
Bank
Hypo Alpe-Adria-Bank
Amount
20,093,285.30
HRK
Value Date
03/22/2013
Confirm
Note
Withdrawal request will be executed the same businness day, if received until 14 h for account not opened in HAAB dd, and until 16 h for account opened in HAAB dd. Withdrawal request received outiside of above stated terms will be executed the next bussiness day.

All fields are initially filled out and can be changed if necessary.
By clicking on the 'Confirm' button, you are confirming that you have finished with the data entry.

After the request is confirmed it is saved and receives the Open status, after which a new screen will open showing order specification and buttons 'All orders', 'Delete', 'Change', 'Send' and 'Print' and 'View Request'.

By clicking the 'Change' button, the screen will open with the order in edit mode in which you can change it.

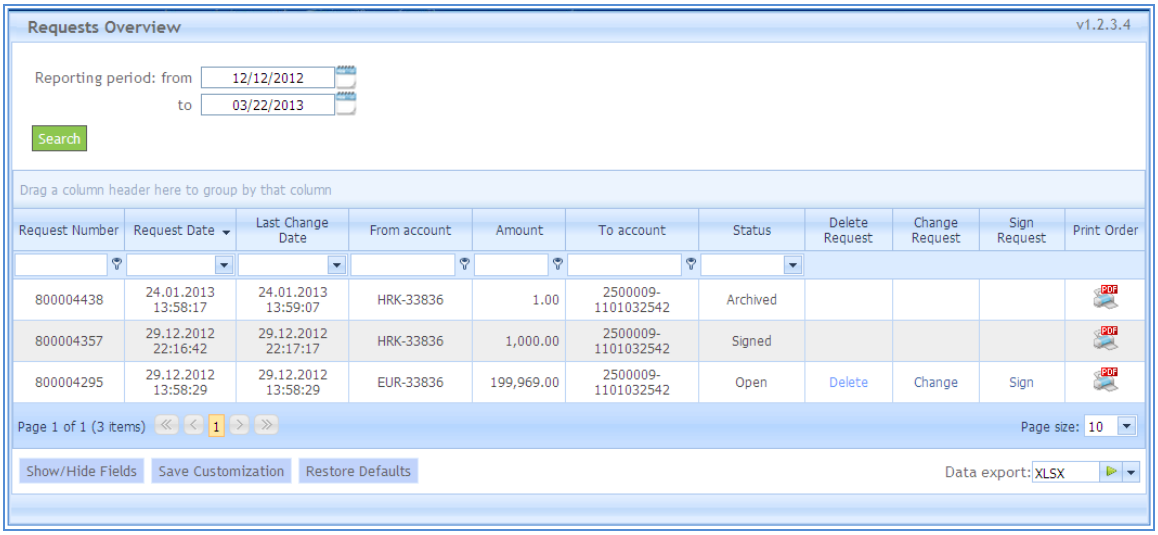
By clicking the 'Sign' button, you are signing the order and sending it to the bank.
With 'Delete' button you can delete the created request.
With 'Print' button you can print the request.
'Request Overview' is a shortcut for accessing all requests regardless of their status

3.6.2. Request Overview

In the Request Overview you can view requests by selecting the time period in which the request was created. Depending on the request status you can use following actions: delete, change, sign and print.

From the beginning of request creation until its realization, the request goes through several statuses.
Following statuses are possible: 'Open', 'Signed', 'Archived', 'In process'.

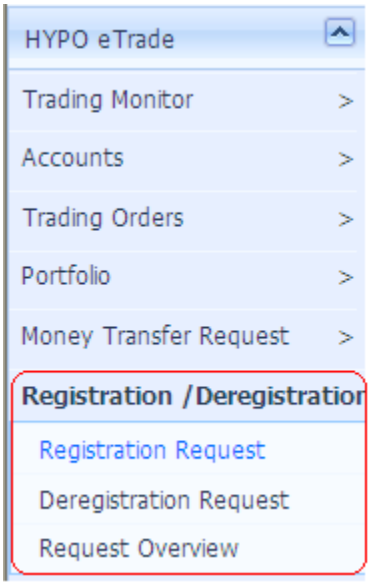
After you confirm the request it receives Open status.
After you click the 'Sign' button, a request recapitulation is open and you can sign it.
After you sign the recapitulation the request is being sent to the Bank and it receives the 'Signed' status.
After the bank receives the request for processing the request receives the 'In process' status. After the request is executed it will be archived.



3.7. Registration/Deregistration

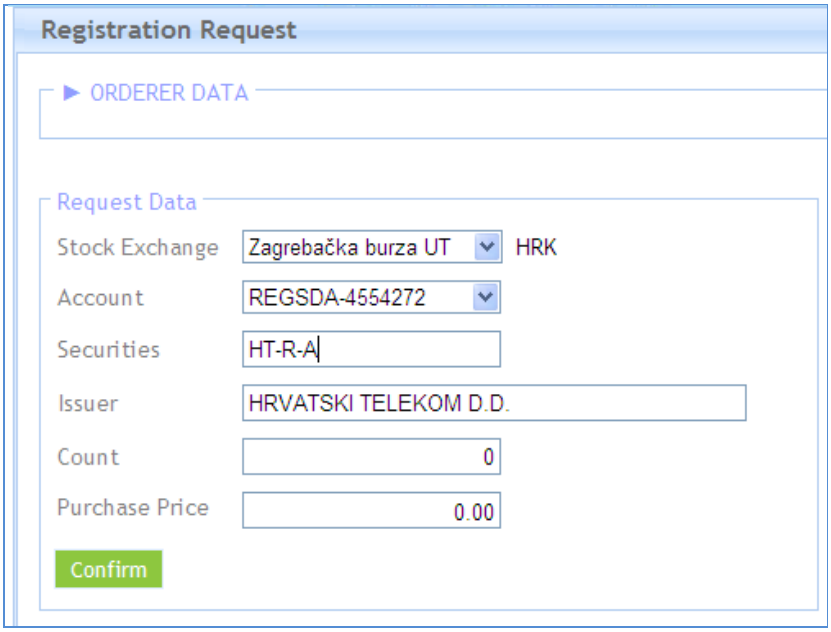
Within the 'Registration/Deregistration' menu you can select between following options:

- Registration
- Deregistration
- Request Overview



3.7.1. Registration

After you click on 'Registration' a new window for creation of registration request will open.

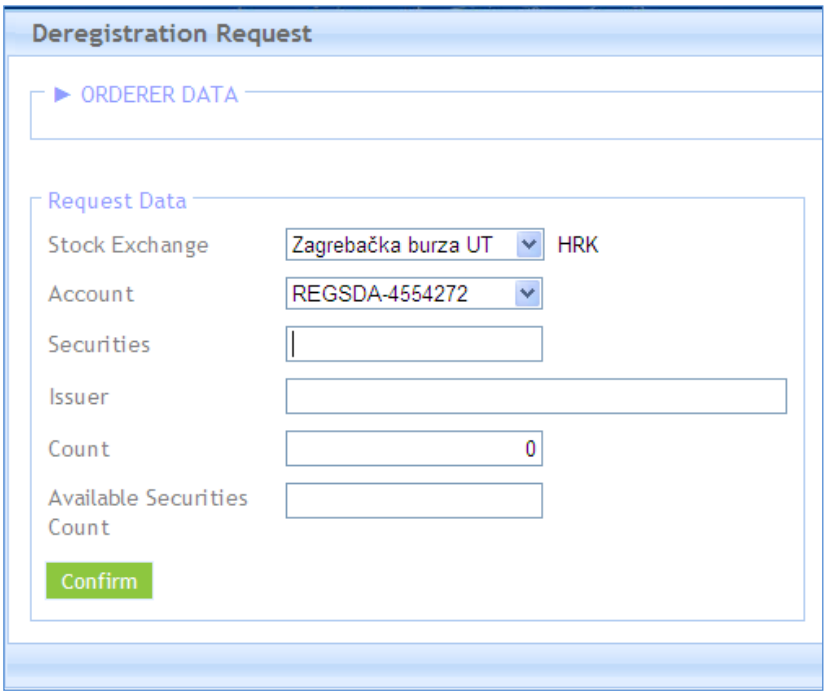


Fields 'Stock Exchange' and 'Account' are initially filled out and can be changed if necessary. In the field 'Securities' you can enter only the first letter and the drop-down menu will show the desired security. After that please enter the security quantity you wish to register. Field 'Purchase price' is not obligatory and if you do not know the information it is not obligatory. After you press the 'Confirm' button, you are confirming that you have finished with the data entry and the order receives the 'Open' status. Following options can be selected on the order: 'Change', 'Sign', 'Delete', 'Request Overview' and 'Print'.
'Change'– return to the request and change data
'Sign'– request is being signed and sent ot the Bank
'Delete'– delete request from the system
'Request Overview'– enables overview of all orders.
'Print' – enables printing of orders

After you sign the request it will be visible with the 'In process' status. Request in the 'In process' status receives a number and this is how the user confirms his registration in the Central Clearing Deposit Company (SKDD).
Registered securities can be viewed in the Portfolio Overview.

3.7.2. Deregistration

After selecting the 'Deregistration' option a new screen will open for creation of deregistration request.



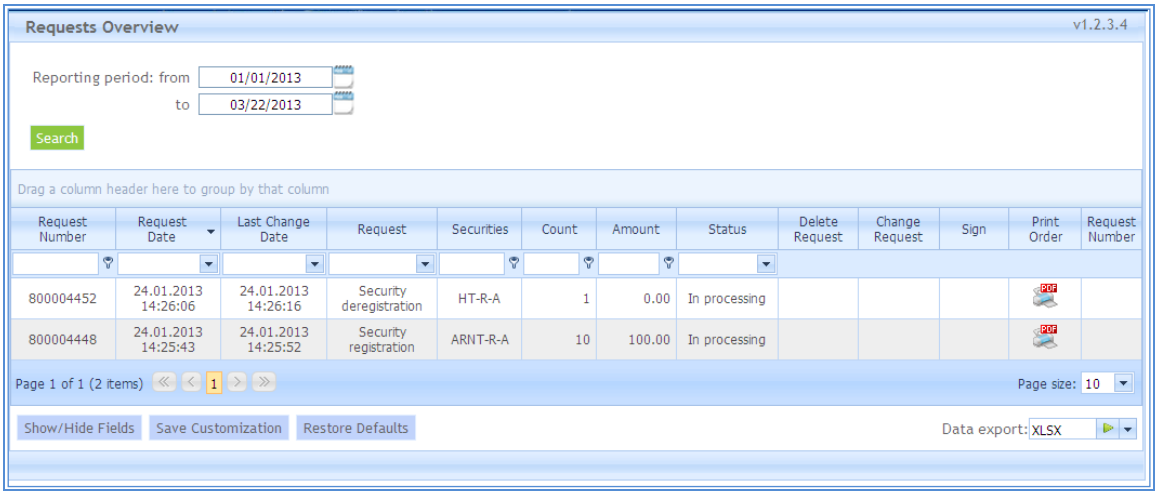
Fields 'Stock Exchange' and 'Account' are initially filled out and can be changed if necessary. In the field 'Securities' you can enter only the first letter and the drop-down menu will show the desired security. After that please enter the security quantity you wish to deregister.

After you press the 'Confirm' button, you are confirming that you have finished with the data entry and the order receives the 'Open' status. Following options can be selected on the order: 'Change', 'Sign', 'Delete', 'Request Overview' and 'Print'.
'Change'– return to the request and change data
'Sign'– request is being signed and sent ot the Bank
'Delete'– delete request from the system
'Request Overview'– enables overview of all orders.
'Print' – enables printing of orders

After you sign the request it will be visible with the 'In process' status which means that the bank has received it and is in processing. After the request is executed it receives the 'Archived' status.

3.7.3. Request Overview

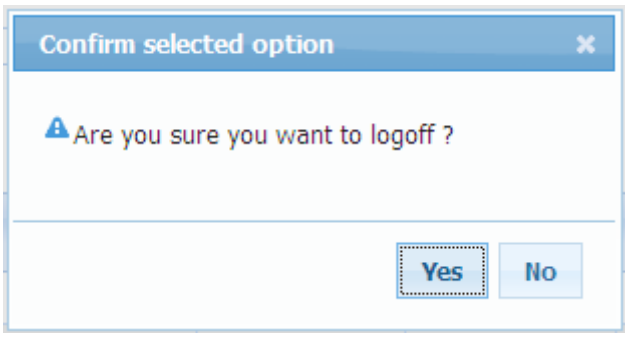
Request Overview enables insight in created requests fro registration and deregistration.



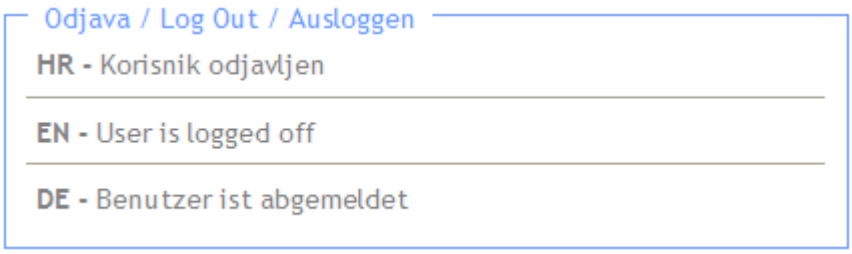
After the user has contacted the Central Clearing Deposit Company (SKDD) and confirmed its registration, the request is visible in the archive with the sub-status processed.

4. Logging off from HYPOetrade (HYPOnet)

Click Log-off on the upper blue line in order to exit from HYPOnet application.
By selecting Yes in the following screen you are confirming the action.



At the end you will receive a message confirming that you are logged off.



Please do not hesitate to contact us with any questions on the free line of our Contact Center 0800 14 14.